HHS Learning Portal

Student Reference Card

PURPOSE

The purpose of this guide is to help you:

- Log on to the system
- Change your password
- Search for a course
- Register for an Online course
- Register for an Instructor-Led Course
- View your registered courses
- Launch an Online Training (OLT) course, Online Books, and Online Mentoring.
- View your transcript
- Access the help documentation

NOTE: This guide provides basic information only. For more in-depth help reference your user's guide or the online help files.

LOG ON TO THE LEARNING PORTAL

1. Open your web browser and type the following URL into the address field: http://www.learning.hhs.gov/
2. Locate you **User Name** at: https://learning.hhs.gov/EmployeeNumber.asp
3. Click the **User Name Search** link under the **HHS Learning Portal**. Enter 'dhhs' as your default password.

TIP: To log on, you may need to disable any popup blockers by holding the CTRL key after while launching the course.

CHANGE YOUR PASSWORD

1. For your first logon to the Learning Portal you will be asked to create a new password and verify your e-mail address.
2. In the **Password** text box, replace your old password with your new one (note the password requirements).
3. In the **Confirm** text box, replace your old password with your new one.
4. Scroll to the bottom of the page and click the **Save** button.

NOTE: If you forget your password, click the I forgot my password link, type your username, click the Send Password button, and a new password will be generated and sent to you via e-mail.

SEARCH FOR A COURSE

There are three searches available: basic, advanced and browse catalog. To search the catalog, you must first click the **Course Catalog** link on the main navigation, and then click on the **Catalog and Registration**.
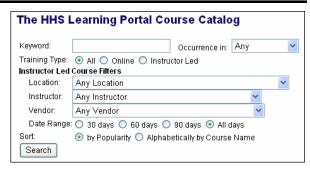
BASIC SEARCH

1. In the search text box, type a keyword.
2. Click the **Search** button.

ADVANCED SEARCH

1. From the basic search window, click the **Advanced Search** link.
2. Select the desired search criteria.
3. Click the **Search** button.

BROWSE CATALOG

1. From the basic or advanced search window, click the **Browse Catalog** link.
2. Click a Category.
3. Click Sub-Categories until you reach the course for which you want to register.

REGISTER FOR AN ONLINE COURSE

1. From your search results, click the course name link.
2. Click the **Register** button.

REGISTER FOR AN INSTRUCTOR-LED COURSE

1. From your search results, click the course name link.
2. Click the **Preview Schedule** button to see if this class fits into your schedule of classes.
3. In the **Options** column, click the **Waitlist** link to add your name to the waiting list for this class.

VIEW YOUR REGISTERED COURSES

1. From the **My Info** tab, click the **Current Registrations** sub-tab.

Your training plan lists up to four types of courses or tasks that you have either selected or been assigned to:

- Online Courses (OLT)
- Instructor-led Courses (ILT)
- User Defined Tasks

- Certification Courses

LAUNCH ONLINE COURSES

A large collection of online training content has been purchased for the use of HHS staff. They are housed under the **Skillsoft** category. There are two primary types of online training: web-based courses and online books.

1. From the **My Info** tab, click the **Current Registrations** sub-tab.
2. Scroll through the List of Online Registered Courses.
3. When you locate a course, click the course name link.

TIP: To launch a course, you may need to disable any popup blockers by holding the CTRL key while launching the course. Please note that your PC must be configured properly to launch the SkillSoft courses described in this document. See the 'Accessing Help' section in this document for more details.

LAUNCH ONLINE BOOKS

Books 24x7 offers online access to unabridged content. This content includes a large assortment of online books grouped into two categories: OfficeEssentials and a library specifically selected for federal employees. OfficeEssentials includes more than 160 books and focuses on the most commonly used desktop applications. To access Books 24x7 from the HHS Learning Portal:

1. Access the **Course Catalog** menu, and then the **Catalog and Registration** submenu option.
2. Click the **Browse Catalog** link
3. Click the **Books 24x7** Category
4. Click the **Books 24x7 Referenceware** course, and click the **Register** button to register for the course.
5. Access the **My Info** menu, and then the **Current Registrations** menu option

6. Click the course entitled **Books 24x7 Referenceware**.
7. A new window will launch that will take you to the library of online books.

Note: You only have to register for the Books24x7 course once. Your transcript displays the status of all courses and tasks for which you are assigned.

LAUNCH ONLINE MENTORING

Some courses pertaining to certifications will have an additional feature available to you, called Online Mentoring. Expert Mentors are available online 24 hours a day, seven days a week, 365 days a year to provide support, guidance, and encouragement to learners. To access online learning for a course you've registered for, go to the My Info section of the HHS Learning Portal, and then go to **Current Registrations**. If a course has been enabled with Online Mentoring, you will see the mentoring link in the **Options** column. Click the **Mentoring** link to launch the Mentoring application. You have two options to communicate with your online mentor:

1. Live online chat
2. Email

VIEW YOUR TRANSCRIPT

1. From My Info, click the **Transcript** tab.
2. Select a **Report Format** (PDF, Excel, RTF or Word) and other relevant field selections.
3. Click the **View Report** button.

Report Format: Portable Document Format
Completion Status: --- ALL ---
Completion Date Range
Start Date: _____ View Calendar
End Date: _____ View Calendar
Course Type: --- ALL ---
Student: LSstudent1, LSstudent1 (LSstudent1)
This button opens a new window.
View Report

Tip: PDF is Adobe Acrobat Format, RTF is Rich Text Format.

ACCESS HELP

The HHS Learning Portal is new, and we understand that it may take some time for everyone to become familiar with all of the capabilities of the new system. Help is available in several formats and delivery methods:

- Student Reference Card — A job aid to provide an overview for the first-time user of the new HHS Learning Portal as well as a reminder for users that haven't accessed the Learning Portal for a period of time.
- Frequently Asked Questions (FAQs) — Online information that is frequently updated with issues relating to accessing and using the new HHS Learning
- Student Tutorial — A recorded tutorial that covers the basic navigation of a student through the HHS Learning Portal.
- PlugIn Installation — Files needed to run the SkillSoft
- Online Help — This online help resource provides users with instructions on how to navigate the HHS Learning Portal, as well as offers information on how to use the various features of the site.
- Learning Portal Help Desk — Live support 24x7, 365 days a year is just a phone call or email away. HHS Learning Portal help desk can be contacted at 888-722-3647 or e-mail at techs@geolearning.com.

Need Assistance?
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Email techs@geolearning.com